

KEYBOARDING I

Levels: 7-9

Units of Credit: Semester (.5)

CIP Code: 52.0428

COURSE DESCRIPTION

In the beginning semester keyboarding course, the student will master touch operation on a computer keyboard. Correct fingering by touch and good techniques will receive primary emphasis; speed and accuracy will be given secondary emphasis. The fourth row numbers and symbols and 10-key pad will also be taught. The student will use basic word processing functions on a variety of document types.

CORE STANDARDS

STANDARD 0000-01	The student will demonstrate correct touch keyboarding techniques at the keyboard and use appropriate terminology to identify computer components.
OBJECTIVE 0101	Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard. <ul style="list-style-type: none">• Feet placed appropriately for balance.• Center body to the “h” key with elbows at sides.• Sit up straight.• Curve fingers over the home keys.• Keep wrists off the keyboard.• Keep eyes on printed copy.• Key by touch.
OBJECTIVE 0102	Students will demonstrate knowledge of computer components, functions, and care. <ul style="list-style-type: none">• Identify and explain the function of computer input devices.• Identify and explain the function of computer output devices.• Identify and explain the function of computer storage devices.• Exhibit appropriate care and treatment of computer components.
STANDARD 0000-02	Students will develop touch keystroking speed and accuracy.
OBJECTIVE 0201	Students develop and improve keystroking speed and accuracy. <ul style="list-style-type: none">• Complete a program of customized drills, exercises, and timings to reinforce touch operation of the keyboard and to increase speed and accuracy.• End of first nine weeks: Using 95% high frequency words (hfw) straight-copy material and 2 minute timed writings, key

	<p>by touch at 25 wpm with 8 or fewer errors.</p> <ul style="list-style-type: none"> • End of semester: Using 90% high frequency words (hfw) straight-copy material and 2-minute timed writings, key by touch at 35 wpm with 8 or fewer errors.
OBJECTIVE 0202	<p>Students will demonstrate skill in using numbers, symbols and punctuation marks.</p> <ul style="list-style-type: none"> • Key numbers by touch using the 10-key pad. • Use the fourth row to key numbers and symbols using correct fingering. • Use appropriate spacing rules for numbers, symbols and punctuation.
STANDARD 0000-03	Students will demonstrate a working knowledge of basic word processing functions and proofreading.
OBJECTIVE 0301	<p>Students will apply basic word processing functions using a variety of documents.</p> <ul style="list-style-type: none"> • Utilize basic functions: open, close, save, save as and print. • Utilize basic editing and formatting functions: copy, move, paste, insert/typeover, font, line spacing, justification, margins and word wrap. • Utilize outlines, bullets, and numbering functions.
OBJECTIVE 0302	<p>Students will be able to proofread and make corrections using word processing software.</p> <ul style="list-style-type: none"> • Edit documents using proofreader's marks. • Make spelling and punctuation corrections on a variety of documents.
STANDARD 0000-04	Students will develop skill composing at the keyboard.
OBJECTIVE 0401	<p>Students will demonstrate composition skills at the keyboard.</p> <ul style="list-style-type: none"> • Key composition exercises from teacher prompt. • Compose sentences, short paragraphs, and stories.